

**ADMINISTRATIVE ASSISTANT II**  
**North Dakota Office of Attorney General**  
**VACANCY ANNOUNCEMENT #S15-06**

**Position No.:** 125-23685  
**Salary Range:** \$1,746 - \$1,800/month  
**Closing Date:** October 10, 2006  
**Status:** Full Time with State Benefit Package  
**Recruitment:** Internal/External  
**Location:** Bismarck, ND  
**Selecting Supervisors:** Ginny Peterson, Manager – Administrative Services  
and Kim Holland, Supervisor – Information Processing

**Minimum Qualifications:**

1. Requires an associate degree with major coursework in office support or business or office education.
2. Two years of work experience performing a variety of complex office support, clerical, or secretarial work that included opportunities for functioning as a project coordinator, team leader, or lead worker. (Note: The hiring authority will consider substituting additional work experience performing office support, clerical, or secretarial duties for the education requirement on a year-for-year basis if the work experience provides the knowledge and skills required to perform the duties of this position.)
3. Demonstrated working knowledge and understanding of a personal computer, with knowledge and use of a word processing package, and experience in Windows, spreadsheets, and databases.
4. Demonstrated ability to communicate tactfully and with emphasis on customer service.
5. Ability to establish and maintain effective, harmonious working relationships with co-workers, supervisors, and the public.
6. Ability to maintain a high degree of confidentiality.
7. Must have excellent prioritization, time management, and organizational skills.
8. Applicants must contact a Job Service office and complete the required testing by the closing date of the vacancy announcement in order to be considered for this position. Test results will be forwarded by Job Service to the hiring authority. Position requires ability to type/keyboard at a net of 55 wpm. Other required testing includes spelling, grammar, Word, Excel, Windows, and Outlook.
9. Application packets will be considered to be an example of your skills and quality of work. In addition, they must be complete and include additional required documents in order to be considered for this position.
10. Applicant will be asked to type, format, and proofread a letter at time of interview.
11. Requires successful completion of the interview process, along with reference checks, and extensive background and criminal record checks.

**Application Procedures:**

Applications must be submitted on a State of North Dakota Application for Employment Form (SFN #10950) along with a resume, college transcripts, three professional references, and a cover letter with a written summary that clearly explains how the applicant's work experience is related to the description of duties and responsibilities, minimum qualifications, and level of work experience for the position to: **Glenna Ellison, Human Resource Officer, Office of Attorney General, 600 E. Boulevard Avenue, Dept. 125, Bismarck ND 58505-0040. Applications must be received or postmarked by October 10, 2006.** Telephone Number (701) 328-1256, TTY Number 1-800-366-6888.

Application forms are available at the Office of Attorney General or may be downloaded from the internet at the following address: <http://www.state.nd.us/hrms/>

If claiming Veteran's Preference or Spouses Veteran's Preference, as described in North Dakota Century Code ch. 37-19.1, please submit proof of eligibility form DD-214 with the application. Persons who may need additional job information or may require accommodation or assistance with the application or interview process should contact Glenna Ellison at telephone number (701) 328-1256, TTY Number 1-800-366-6888.

### **Summary of Work:**

Some positions in this office are funded by and dependent upon federal grant funds.

1. Serve as primary backup to receptionist and to duties assigned to the receptionist.
2. Prepare drafts and finals of investigative reports, correspondence, and other reports.
3. Assist agents and other staff by issuing case numbers and responding to requests for information.
4. Perform data entry and compilation of reports.
5. Perform routine filing functions, including entry into a file indexing system.
6. Process mass mailings.
7. Reconcile field office case files with master case files.
8. Prepare mail for distribution to field offices and other agencies.
9. Provide backup to information processing staff and supervisor as necessary.
10. Prepare and update documentation for assigned duties.
11. Train co-workers on individualized duties for backup purposes.

This position is assigned to the Information Processing Section. Other duties may be assigned or rotated amongst the staff as needed.

### **Equal Opportunity Employer**

The state of North Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.